

Competency-Based Interview questions

Adaptability

Tell us about the biggest change that you have had to deal with. How did you cope with it?

Compliance

How do you ensure compliance with policies in your area of responsibility?

Communication

Demonstrate how you vary your communication approach according to the audience that you are addressing.

Conflict management

Tell us about a time when you had to deal with a conflict within your team.

Delegation

How do you cope with having to go away from the office for long periods of time (i.e. holidays). Explain how you would delegate responsibilities based on your current situation.

Flexibility

Describe a situation where you were asked to do something that you had never attempted previously.

Independence

Which decisions do you feel able to make on your own and which do you require senior support to make?

Influencing

Tell us about an idea that you manage to sell to your superior, which represented a challenge. Describe a time where you failed to sell an idea that you knew was the right one.

Integrity

Have you ever been asked to do something illegal, immoral or against your principles? What did you do? Tell us about a situation where you had to remind a colleague of the meaning of "integrity".

Leadership

Tell us about a situation where you had to get a team to improve its performance. What were the problems and how did you address them?

Resilience and Tenacity

Tell us about a project where you achieved success despite the odds being stacked against you. How did you ensure that you pulled through?

Sensitivity to others/empathy

When did you last upset someone?.

Teamwork

Describe a situation in which you were a member of team. What did you do to positively contribute to it?